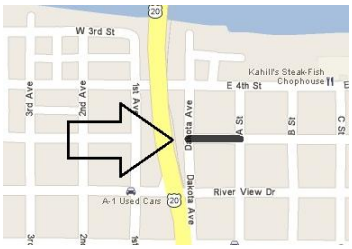
South Sioux Farmers Market
Rules and Regulations

Basic Information



Location: East 5th Street between Dakota Street and A Street

Full Market Day and Time: Sunday, 10 AM-4 PM, limited number of 1 PM vendor arrival spaces available. Full market is open every Sunday, rain or shine. Market space is available for full season vendors to sell on other days of the week.

Season: June 3 - October 28 (22 Sunday market days)

Market Purpose and Goals: The South Sioux Farmers Market aims to serve South Sioux City's population as a place where local vendors can sell their homegrown, homemade items and local residents can buy fresh, local, homegrown and homemade foods and agricultural items. This market will accommodate both large, established vendors and small, new vendors.

Market Organization: The South Sioux Farmers Market is a project under the umbrella of the Center for Rural Affairs, a 501(c)(3) nonprofit. SSFM operates with the permission and support of the City of South Sioux City on City property. SSFM rules are approved by the City. An elected Board of Directors, consisting of representatives of categories of vendors, of City representatives and of customer representatives, shall set Market rules and approve any exceptions to those rules.

Vendor Registration: All producers selling their goods at the South Sioux Farmers Market (SSFM) must be registered market vendors (members of the South Sioux Farmers Market Association). This is separate from a stall rental. Registration of all producers as members of the Market Association ensures that all items sold meet the market's standards of homegrown and homemade.

Sunday Stall Rental: Registered SSFM vendors may purchase stall rentals on a season-long basis in order to sell at the market from 10-4 on Sundays. Multiple registered vendors may share a single stall, if desired (details below), but all vendors must be present to sell their own goods.

Sales Monday-Saturday: Registered SSFM vendors who rent stalls may sell at the SSFM location at any time on other days of the week.

The rules and regulations in this document apply to all sales in the SSFM location, regardless of whether sales occur on the Sunday market day or on another day of the week. Exceptions are marked.

Vendors and Products

Producers-Only Market

100% of items for sale at the SSFM must be of an **SSFM registered vendor's own production** (Vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement). There is no carrying allowed.

Multiple SSFM vendors may sell under the same booth (working out rental sharing is the responsibility of the vendors). All vendors must be present to sell their own produce.

General Vendor/Producer Requirements:

All items sold at the market must be **produced by a registered SSFM participant**.

SSFM registered vendors must produce their goods within a 60 mile radius of South Sioux City, NE. Exceptions will be dealt with on an individual basis.

Market Manager/Board reserves right to visit any farm/business to ensure that the SSFM vendor meets all requirements.

Market Manager/Board reserves right to prohibit any product from being sold.

Any SSFM registered vendor (principle/majority owner of the business) may sell at a booth. Family members, partners, and employees of the SSFM registered vendor may also sell.

Products Sold:

All products sold at the SSFM must comply with all State and Federal laws and regulations regarding allowable farmers market sales. Vendors must have all required permits for items sold.

SSFM Allowable Products:

- Farm-fresh products: fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats and fish, fresh flowers, nursery stock, plants. **Must be of SSFM registered vendor's own production.**
- Processed foods:
    - Fresh food products that have added value through "hands-on" processing (e.g., hand filleted fish, smoked or butcher meats, handmade candies, etc.).
    - Homemade food items including juices, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, etc
    - **Must be of SSFM registered vendor's own production**
    - **Must uphold SSFM's "homegrown, homemade" principles**
- Prepared foods: freshly made foods available for sale and immediate consumption on-site.
    - **Prepared food applications will be accepted according to the Market Manager's and Board of Directors' discretion.**
    - **Must uphold SSFM's "homegrown, homemade" principles**
- Hand Crafted Non-food Agricultural Products: handmade items from agricultural products of vendor's own farm or garden (ex: beeswax candles from vendor's own bees, goat-milk soap from vendor's own dairy)
    - **Must be of SSFM registered vendor's own production**

Not Allowed:

- "carried" produce from non-SSFM vendors or SSFM vendors not present
- purchased and re-sold items
- secondhand items
- craft items that are not agricultural products from the vendor's own farm or garden

Product Pricing

Pricing must be fair and must be appropriate for retail, rather than wholesale outlet.

Every SSFM vendor must turn in a record of total yearly gross sales at the end of the season (due October 31), to be used privately for market fundraising and reporting purposes. Any vendor refusing to turn in sales records will not be allowed to sell the next season.

Vendor Registration and Stall Rental

Market Stalls

Market stalls are 10' in length (along curb) and extend 15' from the curb towards the center of the street. There is a 2' walkway between stalls. 50 stall spaces are available.

SSFM vendors may apply to rent as many market stalls as they want. SSFM registered vendors are not required to rent a stall if they intend to sell under a different SSFM-registered vendor's stall, but even vendors without their own stalls must be present at another vendor's stall in order to sell their own products.

Stall placement at the Sunday market will be assigned according to the manager's discretion. On other days of the week, vendors may occupy the location of their choice, but are limited to the number of stall spaces they have rented.

Vendor Applications and Fees

Vendor applications are accepted on a rolling, first-come, first-served basis at the discretion of the Market Manager and Market Board of Directors based on the needs of the market as a whole.

All vendors, regardless of stall rental, must pay a flat registration fee of $10 to become a SSFM registered vendor.

Full-season any-day stall rental fee (per 10' space): $50

All registration fees and full season stall rental fees must be submitted along with application. If the application is not successful, the fees will be returned. Applications with payment by check must be submitted 30 days in advance of first market sales day. Applications with cash payments are due one week in advance. The Market Manager/Board reserve the right to deny vendor applications.

Full-season vendors must notify Market Manager as early as possible and at least 1 week in advance if they know they will not be able to attend the market on a certain date.

Non-Vendor Booths

Booths for non-profit and community organizations may be available based on space and at the discretion of the Market Manager/Board. Applications for daily non-vendor booths must be submitted by Sunday of the previous week.

Vendor Responsibilities

Taxes: It is the responsibility of the vendor to collect all applicable taxes. Vendors required to have a tax number must submit it to market with application.

Insurance: All vendors are strongly encouraged to have general and product liability insurance. The market as a whole is covered by general liability insurance, but this does not protect individual vendors, should someone wish to sue.

Permits and Regulations: It is the responsibility of the vendor to acquire all applicable licenses and permits for specific items sold. These documents must be available upon request. It is recommended that these be displayed during sales, or at least be available for customer, Market Manager or inspector viewing.

Labeling: Products must be labeled according to legal requirements, including “non-regulated kitchen.”

Sampling: Any sampling done must be in accordance with state regulations.

Scales and Pricing: Vendors selling by weight must provide their own Nebraska legal-for-trade scales (subject to inspection).

Growing Practices Reporting: Any products labeled “organic” must be designated organic as required by Federal law. Any written or verbal declarations regarding pesticide/chemical use must be verifiable by inspection of the vendor’s farm or garden. All customer questions about growing/production practices must be answered factually.

Conduct: Vendors must conduct themselves in a safe and courteous manner. Vendors must be completely clothed including shirts and shoes. Alcohol and controlled substances may not be consumed on the premises. Vendors under the influence of alcohol or controlled substances will be expelled.

Market Rules

Sunday selling time

On Sundays, the SSFM location is open for sales only from 10 AM – 4 PM.

Vendors must be present at least 30 minutes before the Sunday market opens. Late arrivals forfeit their stall assignment and will be accommodated at the manager’s discretion.

Vendor vehicles not to remain in the stall space must be moved from the stall area by 15 minutes before market opening.

Vendors may apply for a “1 PM opening space” to allow for safe late arrival.

No sales are permitted until the market’s official opening time. 1 PM opening vendors may not sell until 1 PM.

Vendors must stay until closing time, unless leaving early presents no safety hazard (no vehicle in market area). Vendors leaving early must notify the Market Manager.

Vendors must vacate the market by 60 minutes after closing.

Signage

Vendors must clearly display a “Registered South Sioux Farmers Market Vendor” sign at all times. In the case of shared booths, all vendors at the booth must display their registered vendor sign. All vendors must also display a sign identifying the farms/businesses selling at the booth.

Vendors must clearly identify and show price for every product. Vendors are encouraged to label products in Spanish as well as English. Contact Market Manager for translation assistance.

Selling space

Selling area may not extend beyond stall space allotment. Vendor may not set out signs or samples outside of stall space. Vendor vehicles may not extend beyond stall space allotment. Selling area must be kept neat.

Vendors selling Monday-Saturday may not take more space than what is covered by rental fee.

Clean up

Vendors must leave his or her area (stall width from the curb to the center of the street) clean, including removing trash generated in and around the booth. Vendors must remove all trash (do not use on-site garbage cans).

Additional Policies

Smoking is not allowed in the sales area.

Customer's pets are allowed, but must be kept well under control. Owners of disruptive pets will be asked to remove their pets from the market.

Market Administration

Refunds

Customers who have a legitimate complaint will receive a refund from the vendor.

Role of the Market Manager

The Market Manager has the power/responsibility to:

- implement and enforce policies, rules, and regulations
- assign booths
- handle vendor and customer complaints
- collect fees
- prohibit a vendor from selling/prohibit an item's sale
- appoint a proxy to serve as Market Manager when needed

Rule Violation

If these rules are broken, vendor will receive one warning. On the second offense, vendor will be expelled from the market.

All complaints, both from vendors and customers, must be submitted to the Market Manager on a complaint form (available at market information booth) and will be mediated by the Market Manager. Complaints about Market Manager can be submitted to the Market Board of Directors.